

Payment Request (Proponent of this form is DOC)						RCS Exempt AR 335-15, 5-2b(1)	
Date Prepared		Sheet ____ of ____			Payment Number		
Contract Number		Required Completion Date			Prompt Payment Discount _____% if paid in _____ days after _____		
Contractor's Name and Address				Description and Location of Work			
Accounting and Appropriation Data:							
Bid Item	Description from Bid Price Schedule	Total Contract Amounts				Actual Amount Complete To-Date	
		UNIT	QTY	UNIT PRICE	AMOUNT	QTY	AMOUNT
Total:						Total:	
REMARKS: ("Contractor's Release" statement, which forms a part of a Payment Request, MUST be completed in order that the FINAL PAYMENT under this contract can be made.)				a. Previous deductions other than retained percentage			
				b. Previous retained percentage			
				c. Previous payments			
				d. Previous earnings (a + b + c)			
				e. Earnings this period (total "To-date" – d)			
				f. Less retained percentage			
				g. Less deduction other than retained percentage			
				h. Total deductions this period (f + g)			
				i. Amount due contractor this period (e - h)			
				j. Plus previous retained			
Admin Compliance Checked:		Date		k. Total amount due (i+ j)			
Received Date:		Accepted Date:		RECAPITULATION: (sum of retained, paid, & balance = total contract amount)			
Contracting Officer Approval:		Date Signed:		TOTAL RETAINED: (a + b + h - j):			
				TOTAL PAID (c + k):			
				BALANCE remaining after this payment:			

**CONTRACTOR'S RELEASE STATEMENT
UNDER CONTRACT**

(Print or Type COMPLETE Contract Number)

KNOW ALL MEN BY THESE PRESENTS: In consideration of the premise and the sum of _____
(Write Numerical Amount Here)

(_____) (SPELL The Amount Here)

lawful money of the United States of America (hereinafter called the "Government") _____
(Write Numerical Amount Here)

(_____) (SPELL The Amount Here)

of which *has already been paid* and _____
(Write Numerical Amount Here)

(_____) (SPELL The Amount Here)

of which *is to be paid* by the Government under the above-referenced contract, the undersigned Contractor does, and by the receipt of said sum, shall for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations, and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this _____ day of _____
(Date) (Month) (Year)

WITNESS: _____
(Printed or Typed Name) (Signature of Witness)

WITNESS: _____
(Printed or typed Name) (Signature of Witness)

CONTRACTOR: _____
(Printed or Typed Company Name)

BY: _____
(Printed or Typed Name of Contractor or Representative) (Signature of Contractor or Representative completing RELEASE)

TITLE: _____
(Printed or Typed Title)

CERTIFICATE

I, _____, certify that I am the _____/secretary of
(Printed or Typed Name) (Fill in Title, if other than the Secretary)
the company/corporation named as the contractor in the foregoing Release; that _____
(Name of Contractor or Representative)

who signed the above Release on behalf of the Contractor was then the _____
(Company Position of the Contractor or Representative)

of said company/corporation; that said Release was duly signed for and in behalf of said company/corporation by authority of its governing body and is within the scope of its company/corporation powers.

(COMPANY/CORPORATE SEAL)

(Signature of Officer/Secretary completing CERTIFICATE)

COMPLETE IF PROGRESS PAYMENTS ARE MADE UNDER THE CONTRACT:

In accordance with the clause at FAR 52.232-5, Payments Under Fixed Price Construction Contracts, I hereby certify to the best of my knowledge and belief that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from the previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

NAME: _____ TITLE: _____
(Printed or Typed Name) (Printed or Typed Title)

SIGNATURE: _____ DATE: _____
(Printed or Typed Date)